

Addendum 1: Questions from Request for Proposals (RFP # 21-0027) for a Town of Wake Forest Historic Preservation Plan 11/09/21

1. Can the kick-off meeting be held virtually?

Under Task 2: Community Engagement and Outreach, the consultant is asked to provide an outreach strategy. The consultant is welcome to propose traditional and non-traditional outreach methods.

2. Regarding the “office” review of Wake Forest’s inventory of assets, could you estimate/describe the documents that are only available to be reviewed in-person so that we can plan accordingly?

The RFP states under Task 3: An office, online, and field review of Wake Forest’s existing inventory of historic assets. There is a large collection of information available online via the Town’s website, www.wakeforestnc.gov an office visit may or may not be necessary depending on the consultant’s approach and information needed to fully understand the Town’s historic resources.

3. The consultant’s proposed fee is not listed as an evaluation factor. May proposers simply assume that the fee will not exceed \$40k and will be finalized during contract negotiations? It is anticipated that the project cost will not exceed \$40,000.